



Human Relations Commission: Prequalification and Good Faith Efforts

Louisville

Carolyn Miller-Cooper Executive Director



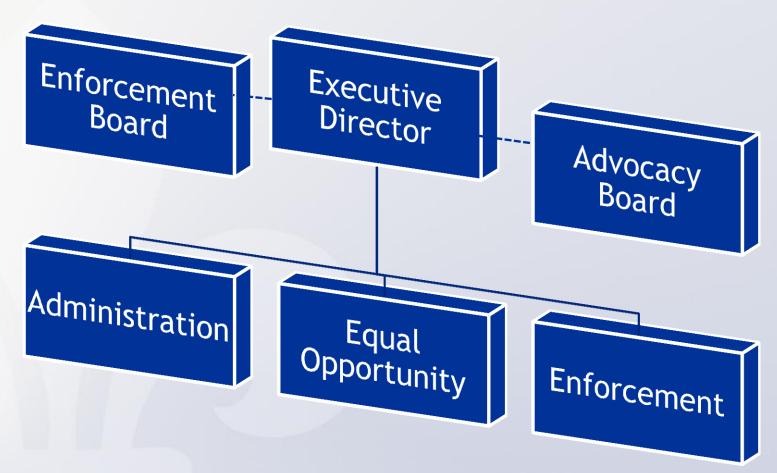


Human Relations Commission

The mission of the Louisville Metro Human Relations Commission is to promote unity, understanding, and equal opportunity among all people of Metro Louisville and to eliminate all forms of bigotry, bias, and hatred from the community.



Human Relations Commission





Promoting Economic Justice

Affirmative
Action Plans for
Vendors &
Contractors

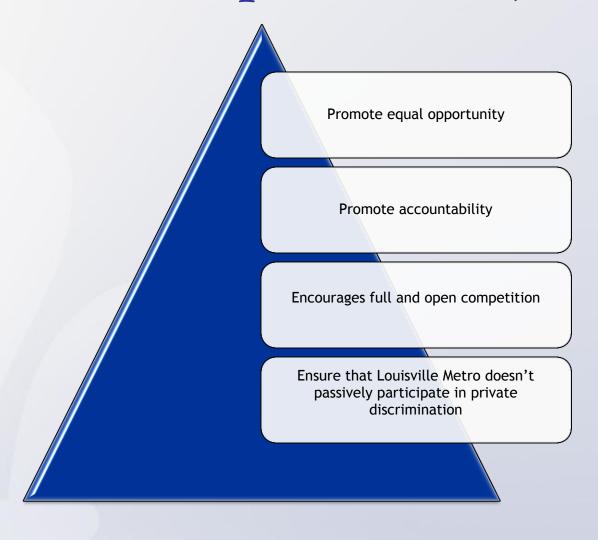
- Participation Labor
- Distribution Wages

Minority, Female & Handicapped Business Enterprises

- Participation Capital
- Distribution Profits



Contract Compliance Objectives





PREQUALIFICATION



Equal Opportunity

Affirmative Action Plans for Vendors & Contractors

MCO §37.25 FINDINGS, PURPOSE AND POLICY.

It is the legislative finding, policy and purpose of the Metro Government that in order to assure employment opportunities generated directly or indirectly by the Metro Government are equally available to all citizens without regard to such factors as race, color, religion, national origin, marital status, handicap, sex, or age, it is desirable and beneficial that contractors and vendors shall be approved pursuant to the terms of this subchapter prior to the awarding of any contract, lease or other agreement with the Metro Government that requires an expenditure in excess of \$10,000.



Prequalification

Its Purpose

To ensure Contractors and Subcontractors are:

1. Equal Opportunity Employers

2. Observing Affirmative Action requirements



Prequalification

Impact of EEO



- Encourages a fair and diverse workplace free of discrimination and harassment
- Increase the representation of women and minorities in higher grade levels and non-traditional occupations
- Provides opportunities for Good Jobs For Everyone!



The Commission will Prequalify Vendors (when contracts are \$10,000 or more)



Evaluating Prequalified Vendors Required Paperwork

- 1. Company Profile Form
- 2. Minority Workforce Analysis
- 3. Female/Handicapped Workforce Analysis
- 4. Affirmative Action Plan (if applicable)



Vendors will not be approved until they have provided all of the required paperwork <u>and</u> met the standards required by one (1) of the following criteria:



The vendor will be Prequalified if the documentation submitted demonstrates it met one (1) of the following criteria...

Criteria 1

The Vendor has properly utilized minority, female or handicapped work groups in proportion to the population.

Criteria 3

The Vendor has an acceptable, bona fide affirmative action plan.

Criteria 2

The Vendor is a *small* business employing ten (10) or fewer employees.

Criteria 4

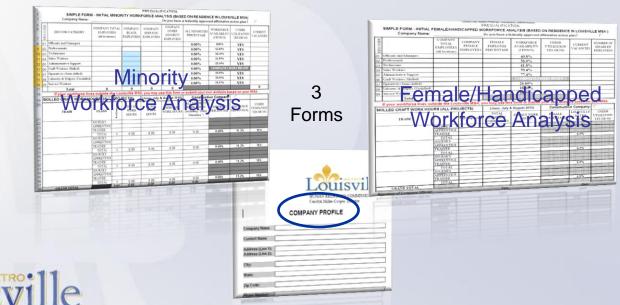
The Vendor has a current federally-approved affirmative action plan.



Criteria 1

The Vendor has properly utilized minority, female or handicapped work groups in proportion to the population.

Documentation to submit to meet this criterion....



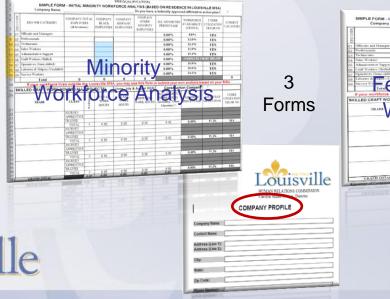
OR



Criteria 2

The Vendor is a *small* business employing ten (10) or fewer employees.

Documentation to submit to meet this criterion....





The only issue being considered using this criterion, is the number of employees.

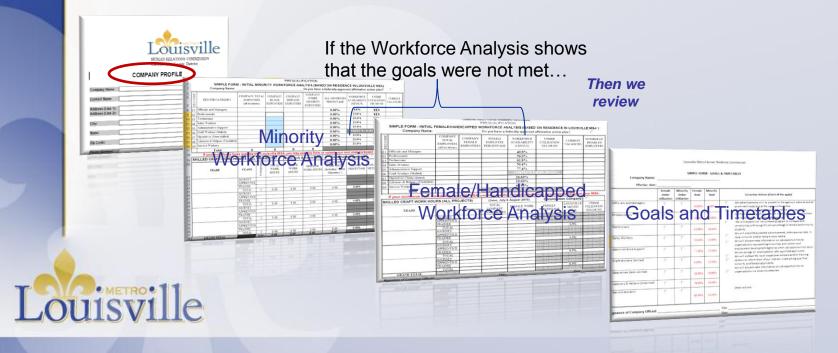
OR



Criteria 3

The Vendor has an acceptable, bona fide affirmative action plan.

To meet this criteria, all 4 of the following documentation must be submitted....



OR



Criteria 4

The Vendor has a current federally-approved affirmative action plan.

This criterion is met when the vendor has its own federally approved affirmative action plan.

This plan must be accompanied by an approval letter from the Federal government verifying the document's validity

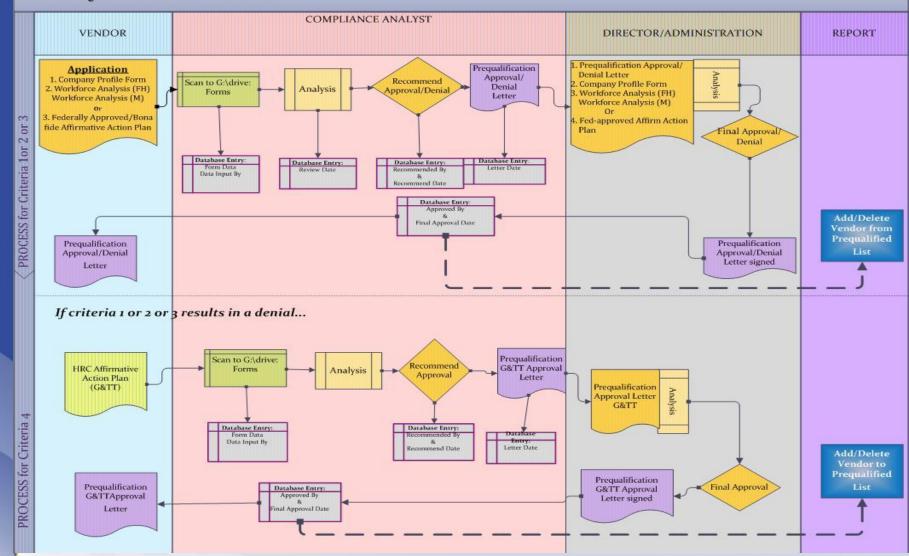


Prequalification

A lot of work goes into what we do...



HRC PREQUALIFICATION PROCESS





GOOD FAITH EFFORTS



Equal Opportunity

Minority, Female & Handicapped Businesses

MCO § 37.68 PROCUREMENT FROM BUSINESSES.

In any procurement by or on behalf of the Metro Government, where such procurement activity is required to be advertised pursuant to this chapter, the Chief Procurement Officer, or a designee, shall advise, in writing, all contractors or participants in such procurement that they are to utilize their best good faith efforts to utilize subcontractors, certified female owned, certified handicapped owned, and certified minority owned businesses if the procurement situation requires or warrants the use of subcontractors. Good faith efforts by contractors shall be made to reach the **goals** established by §37.67.



Good Faith Efforts = Equal Business Opportunities

Assists with providing government contracting opportunities to businesses that have historically been underutilized



HRC certifies and assists with finding Certified MFHBE contractors, by publishing them on our website...



Certified MFHBE Directory

Industry	Company	Contact		Address			Work Phone	Fax Number
Arts, Entertair Recreation Area: Lin		c Nancy	Harris	15004 Brush Run Rd	Louisville	KY	40299 (502) 267-0148	(502) 267-0148
E-mail Addre	55:		Certification :	FBE				
Constructio	m #1 Sourcing Solutions, Inc.	Gail	Coates	8347 Washington Ave.	Evansville	IN	47715 (812) 430-5332	(812) 423-5499
E-mail Address:			Certification :	FBE				
Construction	A & A Concrete Sawing & Drilling, Inc	Melissa	Malone	7002 John Adams Way	Louisville	ку	40272 (502) 995-7500	(502) 995-7502
Area: Core Dr.	lling, electric, Way Sawing hand sawing							
E-mail Address:			Certification :	FBE				
Construction Irea: Roofing, T	A & J Home Helpers rash Removal, House Cleaning	Alejandro	Lopez	P O Box 406726	Louisville	KY	40207 (502) 376-9393	
-mail Address:			Certification :	MBE				
onstruction	AAECON General Contracting dba AACON	ouglas	Calhoun	1147 Logan St	Louisville	К	Y 40204 (502) 315-9161	(502) 589-

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WHICH PURCHASES ARE AFFECTED?

CONSTRUCTION

All new and renovation construction related to all buildings owned by Metro

PROFESSIONAL SERVICES

All services requiring a license or certificate, i.e. accounting, architecture, engineering

NON-PROFESSIONAL SERVICES

Janitorial, printing, security, non-construction repairs, etc.



Metro Louisville's Spending Goals

15% minority-owned businesses



5% female-owned businesses



.5% handicapped-owned businesses





What are Good Faith Efforts?

Prime Contractor efforts to ensure non-discrimination in the

contracting process

Some examples include...

Attendance at pre-bid meetings Advertisement in general circulation media and minority and female business enterprise media

Communication with the Human Relations Commission seeking assistance in identifying MFHBEs

Efforts to select portions of work for MFHBE subcontracti ng

Providing a minimum of ten days written notice

Efforts to negotiate with MFHBEs for specific sub-bids Efforts made to assist qualified MFHBEs to meet bonding, insurance, or other governmental contracting requirements

HRC Evaluates Goals from the GFE-1

	Form GFE-1				
SUBCONTRACTOR AND SELF-PERFORM WORK LIST DUE DAY AFTER BID OPENING BY 4:00 PM TO THE HUMAN RELATIONS COMMISSION Total Bid Amount: Email Address: Project Name: Fax or mail this form to Louisville Metro Human Relations Commission 502.574-3631 phone • 502.574-351 DIVISIONS OF WORK (BIDDER WILL SELF-PERFORM) LL (CHECK HERE IF YOU ARE NOT SUBCONTRACTING ANY WORK) EGAL NAME & ADDRESS OF ALL SUBCONTRACTOR EGAL NAME & ADDRESS OF ALL SUBCONTRACTOR Total Bid Goal (15%) (5%)					
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			HRC		



Signature of

Deadline To Submit GFE

It is important for Buyers to notify the
Compliance Officer of when bids open.
Because time is of the essence!
LOUISVILLE METRO GOVERNMENT GOOD FAITH EFFORTS ("GFE")
SUBCONTRACTOR AND SELF-PERFORM WORK LIST DUE DAY AFTER BID OPENING BY 4:00 PM TO THE HUMAN RELATIONS COMMISSION Bidder Name: Total Bid Amount:
□ MBE □ FBE □ HBE
Fax or mail this form to Louisville Metro Human Relations Commission • 410 W. Chestnut Street, Suite 300A • Louisville, KY 40202 502-574-3631 phone • 502-574-3577 fax • 502-574-4332 TDD
DIVISIONS OF WORK (BIDDER WILL SELF-PERFORM) DIVISIONS OF WORK (UNDETERMINED WHO PERFORM)
ALL (CHECK HERE IF YOU ARE NOT SUBCONTRACTING ANY WORK)
DeadlinesAughh!!!
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Good Faith Efforts

 Some contractors may not select a Minority-owned, Female-owned, Handicapped-owned <u>Subcontractor</u>



Good Faith Efforts

If a Contractor fails to meet Metro's goals, they will be expected to provide written explanations(with GFE-2 Form) to the Human Relations Commission detailing the efforts they have made to use certified MFHBE subcontractors



GFE - 2

Form GFE-2

LOUISVILLE METRO GOVERNMENT GOOD FAITH EFFORTS ("GFE") MFHBE SUBCONTRACTOR GFE LOG

DUE DAY AFTER BID OPENING BY 4:00 PM TO THE HUMAN RELATIONS COMMISSION

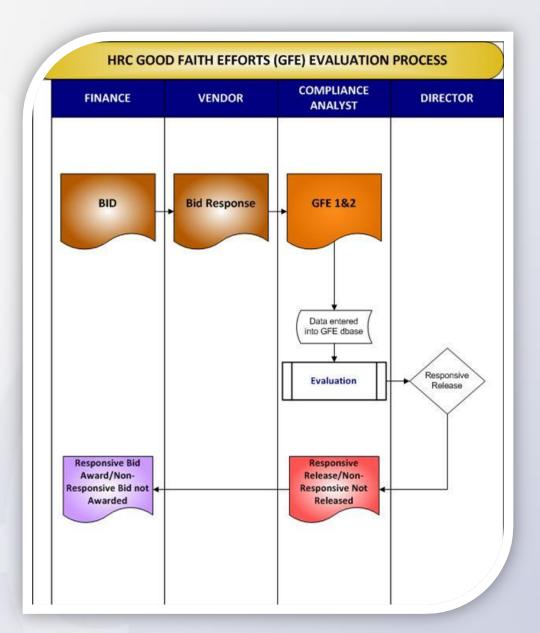
Bidder Name: Bid Total: Project:

Fax or mail this form to Louisville Metro Human Relations Commission • 410 W. Chestnut Street, Suite 300A • Louisville, KY 40202 502-574-3631 phone • 502-574-3577 fax • 502- 574-4332 TDD

	REQUES	ST		BID ACTIV	ITY			
NAME OF MFHBE SUBCONTRACTORS CONTACTED	DIVISION OF WORK QUOTE: Attach		Quote Received (Attach)	Quote	% of Bid Total	Quote Used	Quote Rejected	Reason for Rejection
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			47 0					
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Signature	of Company Official: Printed Name:			Date	:			-



GFE Evaluation Process





A Tool for Subcontractor Payment Monitoring



GFE-3 Form should be used by the Prime Contractor

if...

The Prime Contractor has MFHBE Subcontractors...



Why Monitor Payments from the Contractor to the Subcontractor?







It serves to verify that the work reported by the Prime Contractor is being performed by the MFHBE subcontractors, and that proper payment is being made



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Fax or mail this form	502-574-3631	SUBCONTRACTOR PAYMENT	Payment Retainage
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Who is responsible for submitting the GFE-3 Form?

The Prime Contractor





What should be submitted with the GFE-3 Form?



Proof of Payment

Invoices





How often should GFE-3 be submitted?



Monthly

Where should the GFE-3 Forms be submitted?

The Human Relations Commission





Questions?

Contact the

Contract Compliance Unit

Tony Seay

574-2397

Prequalification

GFE-3

Bobbi Selmon

574-3413

Good Faith Efforts (GFE 1 & 2)

MFHBE Certification

